

STATE OF CALIFORNIA  
OPEN EXAMINATION FOR



SENIOR VOCATIONAL REHABILITATION COUNSELOR

"An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

EXAMINATION BASE	DEPARTMENTAL OPEN FOR: DEPARTMENT OF REHABILITATION								
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.								
HOW TO APPLY	<p>Applications (Form 678) are available and may be filed in person or by mail with:</p> <p style="text-align: center;"><b>DEPARTMENT OF REHABILITATION</b> Examination Unit 2000 Evergreen Street Sacramento, CA 95815-3822</p> <p>Applications are also available at the local offices of the Employment Development Department and at the State Personnel Board's Web site (<a href="http://www.spb.ca.gov">www.spb.ca.gov</a>), or at the Department of Rehabilitation's Web site (<a href="http://www.dor.ca.gov">www.dor.ca.gov</a>)</p> <p style="text-align: center;"><b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</b></p>								
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item # 2 of the "Application for Examination." You will be contacted to make specific arrangements.								
APPLICATION DEADLINE/ REQUIREMENTS	<p>Applications are accepted on a continuous basis and will be retained for <b>twelve (12) months</b>. After this period, applicants should submit an updated application.</p> <p><b>Note:</b> All applicants <b>must meet</b> the <b>education and/or experience requirements</b> for this examination <b>at the time of filing</b>.</p>								
TESTING DATE/PERIOD	<p><b>Test dates</b> are determined by the Department and can be set at any time as needs warrant. Applicants <b>will be notified by mail when test dates are set</b>.</p> <p><b>The Testing Period for this examination is: January 1 – December 31. A candidate may test ONCE during any testing period.</b></p>								
SALARY RANGE(S)	<table><tr><td><b>Range A:</b> \$2436.00 - \$2861.00</td><td><b>Range B:</b> \$2726.00 - \$3201.00</td><td><b>Range C:</b> \$3163.00 - \$3942.00</td></tr><tr><td><b>Range D:</b> \$3239.00 - \$4139.00</td><td><b>Range E:</b> \$3466.00 - \$4331.00</td><td></td></tr></table> <p><b>Note:</b> The SENIOR VOCATIONAL REHABILITATION COUNSELOR has <b>five (5)</b> separate salary ranges which encompass the entry, trainee and journey levels. Progression through the different ranges is determined by factors relating to education, experience, and completion of the Department's competency coursework.</p>			<b>Range A:</b> \$2436.00 - \$2861.00	<b>Range B:</b> \$2726.00 - \$3201.00	<b>Range C:</b> \$3163.00 - \$3942.00	<b>Range D:</b> \$3239.00 - \$4139.00	<b>Range E:</b> \$3466.00 - \$4331.00	
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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>Experience:</b> One year of paid, volunteer or life experience working with individuals with disabilities.</p> <p style="text-align: center;"><u><b>And</b></u></p> <p><b>Education:</b> A Bachelor's Degree or equivalent to graduation from an accredited college or university with at <b>least 12 semester units</b> in Rehabilitation, Social or Behavioral Sciences. Registration as a senior in an accredited college or university will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.</p> <p><b>Special Personal Characteristics:</b> Demonstrated interest in and capacity for assuming increased responsibility; ability to work effectively, independently, or with a group; willingness and ability to make frequent field visits away from established headquarters; ability to remain objective when faced with difficult or sensitive situations.</p> <p><b>Note:</b> If applicable, provide a description of any <b>experience</b> you may have had working <b>with individuals who are blind or visually impaired</b>. Include this information in the experience section of your application.</p> <div><p><b>IMPORTANT:</b> Applicants are not required to submit a copy of their official transcripts at the time of filing for the exam. However, applicants must provide specific education requirements as follows: college degree completed (BS, BA, MA), date degree received, name and address of college/university attended. In addition, applicants must provide a list of course titles with completion dates and the number of semester or quarter units received for each course applicable to the 12 semester units.</p><p>Examples of coursework that fulfills the 12 semester units in the fields stated above includes, but is not limited to, the following courses: Psychology, Sociology, Anthropology, History, Political Science, Intro to Rehabilitation Services. Applicants must list this information on the education section of the standard state application.</p><p><u>Applicants who do not indicate the educational course requirements will not be accepted in the examination.</u></p><p><b>*Candidates hired in this classification will be required to provide <u>official</u> transcripts prior to appointment</b></p></div>								

**EXAMINATION PLAN** This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:**  
In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Disabilities and their impact on a person’s independence and employment opportunities;
  - 2. Basic medical and psychiatric conditions, as well as standard tests used in the vocational rehabilitation process;
  - 3. The ability to learn and apply various State and Federal regulations as well as Departmental policies and procedures.
- B. Ability to:**
- 1. Communicate effectively;
  - 2. Learn and apply the principles and practices of counseling, vocational guidance, and occupational placement for persons with vocational impediments;
  - 3. Learn and adapt to and implement changes to State and Federal regulations, and departmental policies and procedures;
  - 4. Learn and apply the specific vocational rehabilitation procedures and techniques;
  - 5. Analyze and interpret test and evaluation results;
  - 6. Work well under pressure;
  - 7. Work with difficult people;
  - 8. Effectively and accurately analyze a variety of situations and take appropriate action;
  - 9. Effectively prioritize, organize and manage time; and
  - 10. Use a variety of computer applications.

**ELIGIBLE LIST INFORMATION** The resulting eligible list will be used to fill vacancies at the **Department of Rehabilitation**. Names of successful candidates are merged in order of final scores regardless of date. Eligibility expires **12 months** after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION DESCRIPTION AND LOCATION(S)** The **Senior Vocational Rehabilitation Counselor**, under general supervision, determines vocational eligibility and level of severity of disability; plans and arranges for the supervision of vocational rehabilitation of individuals with physical and mental disabilities which are substantial impediments to gainful employment; serves as liaison and resource to employers and community organizations regarding opportunities and considerations related to hiring individuals with disabilities; provides vocational counseling, rehabilitation assessment and placement of individuals with disabilities; and performs other related work.

Positions exist with the Department of Rehabilitation in various locations throughout the state.

**VETERANS POINTS** Veterans' preference credit will be granted in this examination.

**GENERAL INFORMATION**

To find out more about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination Appointment Process (LEAP), office locations, etc.) access our web site at [www.dor.ca.gov](http://www.dor.ca.gov)

**It is the candidate’s responsibility** to contact the Department of Rehabilitation’s Examination Unit at the phone number indicated on this bulletin three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference:** Veterans preference credits will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective **January 1, 1996**, veterans who have achieved **Permanent Civil Service status are not eligible to receive veterans credits**. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, written test proctors and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**ONLY INDIVIDUALS AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

DEPARTMENT OF REHABILITATION  
EXAMINATION UNIT  
2000 EVERGREEN STREET  
SACRAMENTO, CA. 95815-3832  
(916) 263-8791  
TTY/VOICE: (916) 263-7450

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.  
California Relay (Telephone) Service for the Deaf or Hearing-impaired.

**THIS CANCELS AND SUPERSEDES ALL EXAMINATION BULLETINS PREVIOUSLY ISSUED FOR:**  
**SENIOR VOCATIONAL REHABILITATION COUNSELOR**